



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

Transmittal Letter: PER-347

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SUBCHAPTER 3 FAM 5120 NEGOTIATIONS AND CONSULTATION

MAJOR CHANGES

1. The 3 FAM 5121.4a has been changed by adding the sentence “Each bureau is responsible for notifying the exclusive representative of proposed changes in personnel policies, practices, or matters which are bureau-specific.”
2. This subchapter was prepared by DGP/PC and applies to all foreign service and civil service employees of the Department of State.
3. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy the text of the old 3 FAM 5120, (issued under TL:PER-238, dated 1-30-95; 3 pages total) and replace it with the attached revised subchapter 5120 (5 pages total).
2. For those who maintain a hard copy of this volume, after inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, fill in the entry line for TL:PER-347, and initial.

DISTRIBUTION NOTICE

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2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/IM/CST/MMS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/IM/CST/MMS/PB, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

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(DGP/PC)